D. Kent King
Commissioner of Education

Stan Johnson
Assistant Commissioner
Division of School Improvement

Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: School Administrators

FROM: Dawn Maddox

DATE: September 14, 2005

RE: 2005 MAP Student Demographic Data Update

The MAP Student Demographic Update application, which provides the one-time opportunity to make corrections to 2005 MAP student demographic data, will be available through the Web Applications menu beginning September 15, 2005. **This application will be accessible through October 14th.** Because these data may impact Adequate Yearly Progress determinations, it is extremely important to correct inaccurate or incomplete student records. **The Department will not accept any changes to 2005 student demographic data after the October 14th deadline.**

Accessing the Application

All persons with authority to save and/or submit data in the Core Data Collection System can access the application. Additional users may be added by contacting the district's Security Administrator. Within each school district, the superintendent and at least one other individual have been identified as Security Administrators. These individuals have the ability to create user IDs and passwords for the MAP Student Demographic Update through the online User Manager. You may also access the security forms on the DESE Web site at:
http://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf.

To open this application, go to the DESE home page at http://dese.mo.gov and click on "Web Application Login." At the prompt, enter the user ID and password, then select "MAP Student Demographic Update" from the applications menu. The format of the application allows users to limit data by building and/or grade and to sort individual student data by CTB number, district number, or last name.

Edits

We have identified several known coding errors, and we have programmed the online application to list these errors in the edit report. The "Edits" button appears on screens that contain at least one of the known coding errors. By clicking on the "Edits" button, users can view the list of edits for that individual screen. However, a complete list of all known district errors can be displayed by clicking on the "Run All Edits" button. This will allow you to print a comprehensive edit report which sorts errors by building, as well as the last names of students in each building. The

submission process cannot be finalized until the assurance statement and comment field are completed.

IMPORTANT NOTICE
Please note that the correction application has a security feature that requires users to save data frequently. Even with continuous data changes, failure to save frequently causes the user's session to "timeout," which results in the loss of any unsaved data. **Therefore, it is necessary to save changes frequently.** There is no limit to the amount of times users may save data.

This message is also being sent to all Core Data and assessment contacts. Future correspondence regarding the assessment data correction opportunity will be sent to the assessment contact in each district. **Please check Screen 03 of Core Data to ensure the assessment contact information, including his/her current e-mail address, is correct.** Data included in this correction process must be considered and handled as confidential, within the policies established in your district.

If you have questions during the online correction process, please feel free to call the Data Analysis and Reporting section, at 573/751-6849.